

NEWTON RETIREMENT BOARD

- ***Deputy Director Job Posting***
- ***Application Deadline: June 15, 2019***

The Deputy Director of the Newton Retirement Board reports to the Director and will support and assist the Director in the daily operation and administration of the Newton Retirement Office. The Deputy Director will perform the duties of the Director in his/her absence. The Deputy Director must maintain a thorough knowledge of Massachusetts General Law Chapter 32 Public Pension Law; regulations of the Public Employee Administration Commission (PERAC); Federal and State regulations including but not limited to decisions of the Equal Employment Opportunity Commission (EEOC), the Division of Administrative Law Appeals (DALA), the Contributory Retirement Appeal Board (CRAB), the Industrial Accident Board (IAB), the Internal Revenue Service (IRS) and Department of Revenue (DOR) as they may relate to Chapter 32 retirement benefits.

The Deputy Director provides service to all members, retirees and their survivors of the Newton Retirement System while also managing and performing the day to day operations of the system in order to properly safeguard, control and account for the assets/funds of the retirement system.

Essential Duties (May include but not limited to):

- Support and assist the Director in the enforcement of all regulations pertaining to public pension benefits, as they pertain to the membership of the Newton Retirement System, as prescribed by MGL Chapter 32, PERAC regulations, Newton Retirement Board supplementary regulations, appeal decisions of DALA and CRAB, EEOC decisions, IAB regulations/decisions, IRS and DOR regulations.
- Responsible for implementing entire monthly pension payroll process on PTG software system (including timely deposit of tax and other benefit withholdings; sending benefit calculations to PERAC for approval; applying workers compensation offsets; issuing eligible dependent allowances; and monitoring termination of benefits due to non-compliance in various reporting requirements by pension recipients).
- Responsible for preparation of annual 3(8)(c) invoices; maintain control over the 3(8)(c) receipt and disbursement tracking.
- Responsible for ensuring proper receipt of annual COLA reimbursement from the Commonwealth of Massachusetts and updating COLA information on PTG software system.
- Responsible for year-end 1099R issue to pension recipients and terminated members; together with filing year-end reporting to IRS. Responsible for issuing annual Pension Protection Act (PPA) notices to public safety pension recipients.
- Responsible for providing annual account statements to active/inactive retirement system membership.
- Assist in the timely disbursement of terminated membership accounts including the transfer of member accounts to other systems; preparing monthly and year-end financial reporting to board and PERAC; conducting retirement board elections; counseling retirement system membership; preparing retirement benefit estimates and buyback calculations; retirement deduction import on PTG software system; processing disability retirement applications; coordinating educational seminars and training staff.
- Oversee the proper enrollment of new members and proper receipt of biennial Verification Form from all pension recipients.
- Attend monthly Board meetings, educational workshops and conferences as approved by the retirement board.
- Responsible for maintaining the confidentiality and integrity of retirement system records at all times.
- Performs other related duties as assigned by the Director.

Required Qualifications:

To effectively and successfully perform this job, an individual must be able to assist in the operation of a municipal agency involved with a high volume of transactions with individuals, city officials and financial institutions. Must possess very strong accounting and financial reporting skills; analytical and problem-solving skills; excellent customer service and oral and written communication skills; including the ability to explain retirement law complexities and strategies to members. Must have the ability to exercise independent judgement and the ability to identify and refer impending problems to the Director. Must have strong organizational and interpersonal

skills and the ability to work independently; and to prioritize work assignments in order to ensure their accurate and timely completion. Must be able to present information effectively which may be of a controversial nature, one on one, or in small groups, to outside organizations and officials of the City of Newton. Must be able to schedule, meet and maintain both a daily and monthly routine, assign responsibility to staff and maintain integrity of records. Must have the ability to train and supervise personnel.

Education and Experience:

Candidate should possess bachelor's degree in accounting or business-related discipline from an accredited college or university plus a minimum of 5 years related experience with a MGL Chapter 32 public retirement system. Strong knowledge of and working experience with MGL Chapter 32, PERAC regulations, PTG and MUNIS software preferred. Must be proficient in the use of personal computers, including Microsoft Office software. Ability and willingness to continuously upgrade accounting and retirement benefit skills by attending training.

The complete job description can be viewed at: www.newtonma.gov/retire

Salary Range: \$80,000 - \$90,000 depending on qualifications and experience.

Office Hours: Monday through Friday, 8:30am – 5:00pm

Benefits:

- City Retirement (Mandatory)
- Deferred 457 Plan (Optional)
- Health/Life/Dental Insurance
- Flexible Spending Account
- Non-Union Position

Submit a cover letter and resume by 6/15/2019 to:

Kelly Byrne, Director
Newton Retirement Board
1000 Commonwealth Ave
Newton Centre, MA 02459

Or via e-mail to: kbyrne@newtonma.gov
**Confirmation of email receipt will be sent.*

Interviews: 7/17/2019 Retirement Board Meeting

Anticipated Hire Date: 9/3/2019

The Newton Retirement Board is an equal opportunity employer.

Date of Posting: May 8, 2019